

**State Of Washington**  
**Washington State Department of Agriculture**

**REQUEST FOR PROPOSALS NO. FP-001**

**“Economic Impact of Fairs in the State of Washington”**

**Addendum No. 1**

The following bidder questions and answers is an addendum to the Washington State Department of Agriculture RFP No. FP-001.

**Question 1.     What is considered a Fair for the purpose of this project?**

**Answer 1A.**     Agricultural fairs request and receive annual allocations of funds from the Washington State Department of Agriculture. Fairs requesting funds must meet the requirements found in RCW 15.76. A list of those fairs is attached to this addendum as Attachment A.

**Answer 1B.**     As defined under RCW 15.76 fairs are agricultural fairs including the exhibition of livestock and agricultural produce of all kinds, as well as related arts and manufactures; including products of the farm home and educational contest, displays and demonstrations designed to train youth and to promote the welfare of farm people and rural living. Fairs qualifying are:

(1) "Area fairs"—those not under the jurisdiction of boards of county commissioners; organized to serve an area larger than one county, having both open and junior participation, and having an extensive diversification of classes, displays and exhibits;

(2) "County and district fairs"—organized to serve the interests of single counties other than those in which a recognized area fair or a district fair as defined in RCW 36.37.050, is held and which are under the direct control and supervision of the county commissioners of the respective counties, which have both open and junior participation, but whose classes, displays and exhibits may be more restricted or limited than in the case of area or district fairs. There may be but one county fair in a single county: PROVIDED, HOWEVER, That the county commissioners of two or more counties may, by resolution, jointly sponsor a county fair.

(3) "Community fairs"—organized primarily to serve a smaller area than an area or county fair, which may have open or junior classes, displays, or exhibits. There may be more than one community fair in a county.

(4) "Youth shows and fairs"—approved by duly constituted agents of Washington State University or the office of the superintendent of public instruction, serving three or more counties, and having for their purpose the education and training of rural youth in matters of rural living.

**Question 2.     Who will be the point person for the Department of Agriculture study?**

**Answer 2.**     The point person for the study is:

Dannie McQueen, Manager  
WSDA – Administrative Regulations Program  
1111 Washington Street SE  
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Olympia, WA 98504-2560  
Work telephone: 360-902-1809  
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**Question 3. What are the major intended uses of the study?**

**Question 4. What is the driver for this study and why is it being conducted?**

**Answer 3 and 4.** The Washington State Fairs Association requested funds to conduct this study from the 2005 Legislature. The intended use of the study is to determine the overall economic impact that fairs and fairgrounds have on the State, and the state tax revenues.

**Question 5. Can you tell us the rational for a study that spans 2 years?**

**Answer 5.** The period of performance and deadlines established in the RFP are based on the amounts appropriated by the Legislature for each fiscal year - reference Section 1.4 of the RFP.

**Question 6. Are there reasons that the study has to continue to June of 2007 or could it be concluded at some reasonable time after June 2006?**

**Answer 6.** Refer to answer 5 above. Expenditure of funds by WSDA prior to June 30, 2006, is based on work performed during that time period. Expenditure of funds for during July 1, 2006 to June 30, 2007 is based on work performed during that time period. With this consideration, if a contractor can provide the final deliverables that will be reimbursed during the July 1, 2006/ June 30, 2007 sooner than the deadlines provided in the RFP, then this would be acceptable.

**Question 7. Is the Department of Agriculture interested in this RFP on the overall impacts on the state, or on the individual impacts to local economies?**

**Answer 7.** WSDA recognizes the detail and work involved to conduct a study of the overall impact of fairs to local economies. Therefore, WSDA is only requiring a study of economic impact of fairs at the state level.

**Question 8. Does the Department of Agriculture have an opinion about whether all fairs in the state are to be evaluated at the same level, or whether some fairs would get more analysis (perhaps on the basis of a stratified sample)?**

**Answer 8.** WSDA does not have an opinion. Consultants are to develop their own methodology and approach for the study, and provide justification as to why the approach is most sound.

**Question 9. Have all of the Washington agricultural fairs and fairground operations agreed to provide necessary and relevant financial and event data to the consultant on a timely basis?**

**Question 10. Will each fair and fairground operation designate someone from their staff/board/volunteer base to collect, gather and remit needed data to the consultant?**

**Question 11. Does the Department have any opinions about the level of cooperation the contractor can expect from local fairgrounds regarding data? Will it provide incentives of any type to encourage or require local participation?**

**Answer 9, 10 and 11.** No. The Washington State Fairs Association requested funds to conduct this study from the 2005 Legislature. The Association is a non-profit trade organization and most agricultural fairs are members of the Association. The Association has shared information about the study with their members at their annual meeting and through its newsletter. The Consultant will need to contact and work with the fairs on the collection of information and data required for the study.

**Question 12. If we conclude that a slight reorganization of the proposal material will make it more useful, do we have the option of making that change, or does the Department want the material under exactly the headings specified?**

**Answer 12.** Any proposals submitted must meet the requirements of Section 3 of the RFP and include the four major sections in the order noted. Evaluation and scoring is assigned to each category.

**Question 13. Does the Department have any guidance on the length of the proposal?**

**Answer 13.** No.

**Question 14. Has a study estimating economic impacts of fairgrounds been conducted before for WSDA?**

**Answer 14.** WSDA understands that many years ago an economic impact of fairs was developed. However, the Agency does not know the author of that study and copies of that study are no longer available.

**Question 15. Who will the primary audience for this study?**

**Answer 15.** The audience would encompass a broad spectrum of individuals and groups to deliver the message of the economic impact of fairs in the state of Washington.

**Question 16. Who do you expect will be key resources for information and feedback about study progress? The Washington State Fairs Association? Other key groups?**

**Answer 16.** Key resources for information and feedback are the Washington State Department of Agriculture and the Washington State Fairs Association.

**Question 17. In Section 1.2 under Focus of the Study, the study is to look at operations in 2005. Is 2005 calendar or fiscal year 2005 and could the study year be either 2005 or 2006.**

**Answer 17.** The study is to look at fair operations for the calendar year 2005. However, a consultant may include additional years.

**Question 18. The focus of the study mentions two distinct areas, fairs and the fairgrounds. Is the intent that the study provides analysis of annual fairground operations separate from the major agricultural events that occur at these facilities?**

**Answer 18.** The intent of the study is to include the economic impact of “fair” and “non-fair” activities conducted on the fairgrounds.

**Question 19. What data are generated by and directly available from fairgrounds describing their activities throughout the state and throughout the year? Is there consistent summary information available by fairground or would the consultant be expected to gather these data?**

**Answer 19.** Each fair has its own reporting mechanism for reporting to its governing body. There is no consistent summary of that information.

Each year agricultural fairs request funding from WSDA that is based on data required under RCW 15.76. That data is summarized into a spreadsheet and used to determine the amount of funds granted to each fair based on the level of funding available. The data on the spreadsheet consists of gate receipts, premiums paid, number of exhibitors, number of youth exhibitors, and number of exhibits. Information for calendar year 2005 will be compiled sometime in March 2006.

**ALL OTHER TERMS AND CONDITIONS OF RFP NO. FP-001 REMAINS IN FULL FORCE AND EFFECT.**

**Enclosure: Attachment A**